



FacilitySchedulingDirect
User Manual
Requester Guidelines

Version 2.0
SchoolDude.com, Inc.

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Requester

I. Welcome to FSDirect! **Now What?**

(A quick word on how to get started.)

MySchoolBuilding.com is where you, as a Requester, will go to make all of your new scheduling requests. There are two ways that a Requester can be entered into the system:

- The Administrator can add the Requester into the system.
- The Requester can add themselves into the system.


If you are a new Requester (you haven't been entered into the system before), follow these steps to set up your Requester name and enter yourself into the system:

1. Go to www.myschoolbuilding.com.
2. You will see the following page, with your school's name and logo in the upper left-hand corner:

Sloan County Schools NO LOGIN

Welcome! To begin, please enter your email address below.

Email Address

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3. Enter your **email address** in the space provided. Click **Submit**.

4. As you are a new Requester, you will then see the following page:


Sloan County Schools MD LOGIN

Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.
Please either correct the email address or enter your last name below if you are a new requester.

Last Name

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5. Enter your **last name** into the box provided. Click **Submit**.

6. Next, you will be taken to the page similar to the one below:


Sloan County Schools MD LOGIN

Welcome! To begin, please enter your email address below.

Email Address

Please select your name from the below list or select the "not listed" option.

<input type="radio"/> Ed Dude	edude@geewiz.com
<input type="radio"/> Fred Dude	fdude@geewiz.com
<input type="radio"/> Jane Dude	jdude@geewiz.com
<input type="radio"/> Sam Dude	sdude@geewiz.com
<input type="radio"/> Will Dude	wdude@geewiz.com
<input checked="" type="radio"/> My name is not listed	

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Your email address should already be entered into the box provided. If it's not correct, however, enter it correctly. Make sure that the circle next to "My name is not listed" has been clicked and contains a green dot. Click **Submit**.

7. The next page you are taken to will look something like this:

Sloan County Schools MD LOGIN

Indicates required information.


First Name
Last Name

Email Address

Phone Number **Pager**

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

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- Fill in your first and last name, as well as any other contact information you wish to include.
- Click **Submit**.

8. You should then be taken to MySchoolBuilding.com, the page where all Requesters start once they are in the system. Welcome aboard! The MySchoolBuilding page you are looking at should look like this, depending on what SchoolDude products your educational facility owns:

Sloan County Schools
MD LOGIN LOGOUT HELP

Work Request
Schedule Request
Inventory Request
Trip Request
My Requests
Settings
Help

ASSIGNMENT
SEARCH KNOWLEDGE BASE
HELP

Welcome

To submit your request complete the following form.

Indicates required information.

Step 1 Please be yourself, click here if you are not Laura Dude


First Name <input type="text" value="Laura"/>	Last Name <input type="text" value="Dude"/>	Email <input type="text" value="ldude@geewiz.com"/>
Phone <input type="text"/>	Pager <input type="text"/>	Cellular Phone <input type="text"/>

Step 2 Location

-- Select Location -- <input type="button" value="v"/>	Area/Room Number <input type="text"/>
Area -- Select Area -- <input type="button" value="v"/>	


Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:



Maintenance Help Desk

OR



Technology Help Desk

Maintenance Help Desk:
Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

Athletic Fields	Audio/Visual	Cafeteria	Carpentry
Climate Control	Custodial	Electrical	Food Services
Heating/Ventilation /Air Conditioning	Lighting	Office Supplies	Plumbing
Windows			

Maintenance Emergency
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
No contacts listed.	

Technology Help Desk:
Click [here](#) for Technology Emergency Contacts
Click on the problem type below that best describes your issue.

-- Select IT Problem Type --

Technology Emergency
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
No contacts listed.	

Step 4 Please describe your problem or request.

Step 5 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

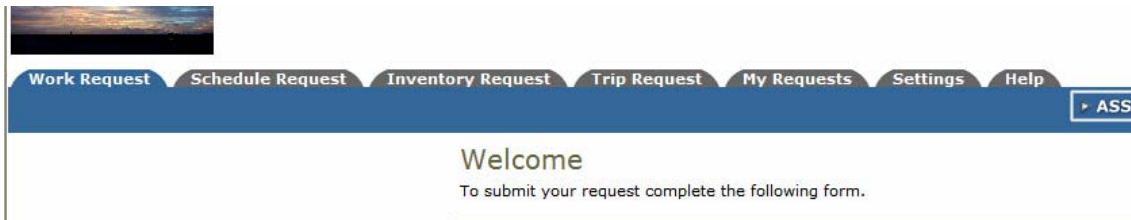
Step 6 Submittal Password

[Forgot Password?](#)

Step 7

II. You Are Here...

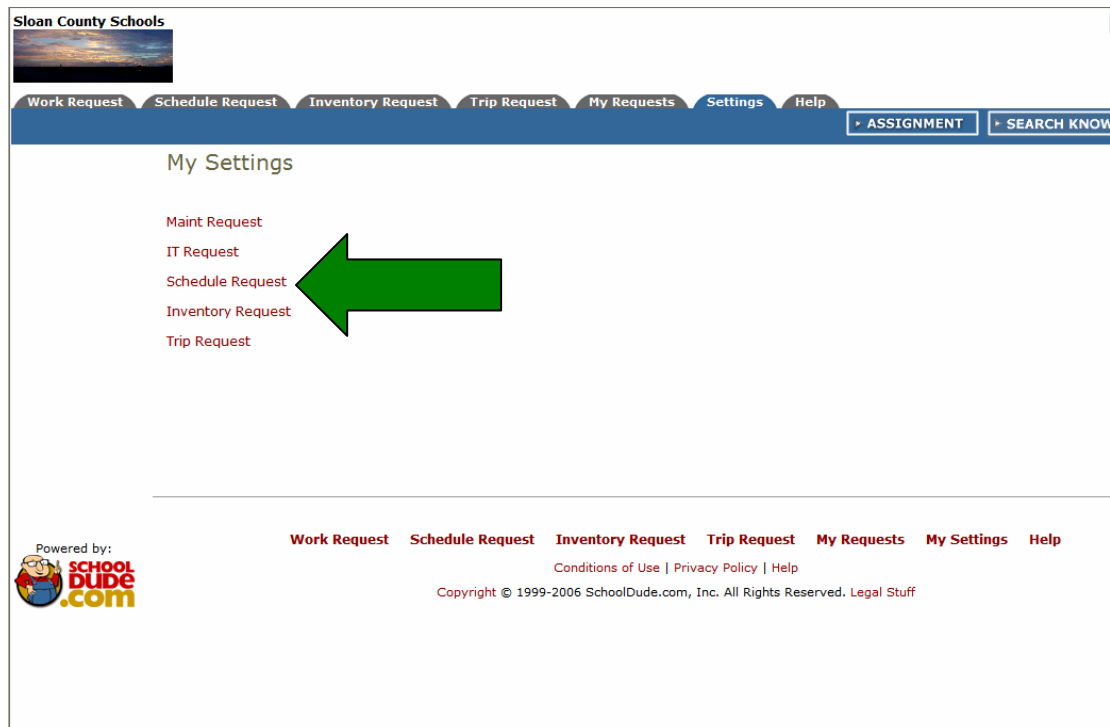
Across the top of the page, you'll notice several tabs. These tabs are how you navigate to the information that you need and for the purposes of this manual, we'll only look at the **Schedule Request**, **My Requests**, **Settings**, and **Help** tabs. In the following sections, each tab will be explained. You'll see what they contain and how to use them.



III. The Settings Page:

Before we get started making scheduling requests, let's take a moment to check out the **Settings** page, which contains your information as entered by the Administrator during the Account Setup process (if you set up your own account, this page will show the information you entered).

- Click on the **Settings** tab at the top of the page.
- If your facility owns more than one SchoolDude product, you will see the following "My Settings" page:



- Click on the **Schedule Request link** (marked above by the green arrow).
- This will take you to the **My Settings** page for FSDirect, which looks like this (see the following page):

Sloan County Schools [FD LOGIN](#) [LOGOUT](#) [HELP](#)

Work Request | Schedule Request | Inventory Request | Trip Request | My Requests | Settings | Help

[ASSIGNMENT](#) | [SEARCH KNOWLEDGE BASE](#) | [HELP](#)

My Settings

Please be yourself, click [here](#) if you are not Laura Dude

Indicates required information.

First Name **Last Name**


Email Address

Phone Number Pager

Cellular Phone

Check here to override FSD email notifications.

Password

Powered by:  [Work Request](#) | [Schedule Request](#) | [Inventory Request](#) | [Trip Request](#) | [My Requests](#) | [My Settings](#) | [Help](#)

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- Make any changes you wish to make, enter your **password** at the bottom, and click **Submit**.

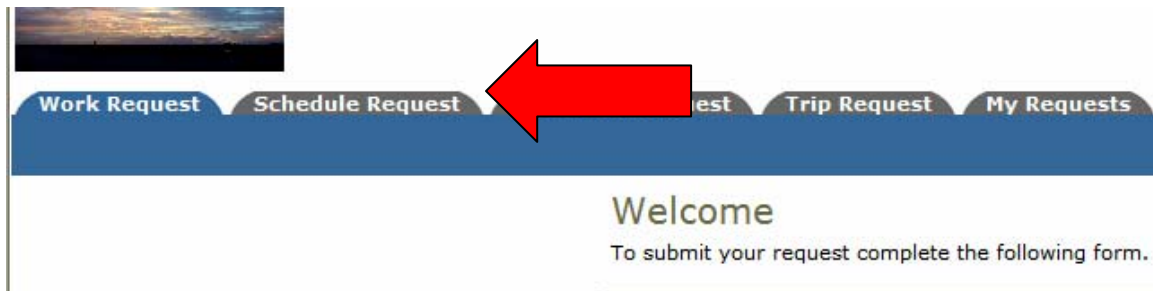
OR

- To continue without making any changes, simply click the **Back** button at the top of your page or click the **Tab** of the page you wish to go to next.

If you have made changes, the page will refresh to bring up the same page, only now, the words “**My Settings Saved**” will appear in red at the top of the page. Proceed by clicking the **Tab** of the page you wish to go to near the top of the screen.

IV. The Schedule Request Page: What It Contains and How to Use It.

To reach the Schedule Request page, simply click on the Schedule Request tab at the top of the page. See the red arrow below:



The **Schedule Request** page is where you will fill out and submit your schedule request forms. Once submitted, your request form will proceed on to the next person it has been routed to by the Administrator during the Account Setup process. This could be the Administrator him/herself, who can not only approve a schedule request but can also activate it. Or it could first go to one, or a series of, Site Administrators who will then decide whether or not to approve your request. Based on their answer, your request will proceed on down the path routed for it until it is assigned its final status.

A scheduling request can have one of five statuses during the routing process:

- 1) **Submitted:** This is the status that facility scheduling requests hold as soon as they are submitted and before any decisions have been made concerning their approval.
- 2) **Approved:** Indicates that the request has been approved. However, it may have only passed through one person and may not have met final approval and activation yet. (Only Administrators can activate a schedule.)
- 3) **Canceled:** This is used when a schedule was active at one time and has since been canceled. It is always a good idea to include the reason that the schedule was canceled in the Notes field.
- 4) **Declined:** The requested schedule has been declined by the Administrator or the Site Administrator. We recommend listing a reason in the Notes field.
- 5) **Duplicate:** This status indicates that the request has already been entered.

Below is a look at the Schedule Request page:



Sloan County Schools

MD LOGIN LOGOUT HELP

Work Request Schedule Request Inventory Request Trip Request My Requests Settings Help

ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

New Schedule

Normal Schedule  <ul style="list-style-type: none">• Single date• Multiple dates• Same location/areas	Recurring Schedule  <ul style="list-style-type: none">• Daily• Weekly• Monthly• Same location/areas	Irregular Schedule  <ul style="list-style-type: none">• Single date• Multiple dates• Multiple Rooms/areas
--	---	--

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Work Request Schedule Request Inventory Request Trip Request My Requests My Settings Help

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As you can see, there are three types of schedules you can submit:

1. Normal Schedule
2. Recurring Schedule
3. Irregular Schedule

We'll cover each type of schedule one at a time so that we can discuss in depth how each one works.

- I. **Normal Schedule:** This type of schedule is for any single event that will occur once or on multiple dates. It also covers events that occur in the same Area/Location. For this particular type of schedule, you can pick up to twenty individual dates.

Normal Schedule



- Single date
- Multiple dates
- Same Location/areas

- Click on the **Normal Schedule** section of the **New Schedule** page, shown above.
- You will be taken to the New Schedule page (sorry...it's a bit too long to show here!), where you will fill out the following fields:
 - Booked By
 - Event Title
 - Area
 - Location
 - Building
 - Rooms
 - Event Dates (enter them in the box or select from the calendar provided).
 - Start Time
 - End Time
 - Setup Begin Time
 - Breakdown End Time
 - Duration
 - Check Availability
 - Tentative Booking?/Through Date
 - Organization: (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
 - Organization Type
 - Contact Name
 - First Name (if not already listed in "Contact Name")
 - Last Name
 - Email
 - Day-Time Phone
 - Evening Phone
 - Cellular Phone
 - Billing Address

- Document Number
- PO Number
- Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
- Select any required Maintenance or IT Services and include a description of the service needed in the “Service Description” box provided (*Keep in mind that if you enter a “Required Service” by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
- Number Attending
- Number of Adults
- Number of Children
- Number of Extra Chairs
- Number of Parking Spaces
- Other Needs
- Enter your **Password**.
- Click **Save**.

- You will see the words “Loading schedule” as you wait for the new page to load. When it’s finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words “Schedule has been saved” in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

2. **Recurring Schedule:** To create a recurring schedule, most of the information is the same as a normal schedule. The only difference is in defining event dates (this section will be highlighted below in red). Instead of defining an event date, you can set a recurrence schedule for your request.

You can choose between the following choices:

- ✓ **Daily:** Checking availability to schedule the event every day.
- ✓ **Weekly:** Checking availability to schedule the event every X-number of weeks on the selected day or days.
- ✓ **Monthly:** Checking availability to schedule the event every month. You can specify which day every X-number of months or decide between various dropdown options such as the first Monday of every two months. From the first drop-down option, you can select first, second, third, fourth, fifth, and last. From the second drop-down option, you can select day, weekday, weekend day, and Monday-Sunday.

The recurrence schedule will check the availability according to the schedule for the time between the start recurrence date and the end recurrence date.

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same Location/areas

- Click on the **Recurring Schedule** section of the New Schedule page, shown above.
- You will be taken to the New Schedule page (sorry...still too long to show here!), where you will fill out the following fields:
 - Booked By
 - Event Title
 - Area
 - Location
 - Rooms
 - Start Time
 - End Time
 - Setup Begin Time
 - Breakdown End Time
 - Duration
 - Tentative Booking?/Through Date
 - **Start Recurrence:** Choose the date on which you would like the recurring schedule to start by entering it in the empty box provided or selecting it using the small calendar icon that's available.

- **Recurrence Pattern:** Will this schedule reoccur Daily, Weekly, or Monthly?
- **End Recurrence:** Enter the date on which this recurring schedule will end.
- Click the **Check Availability** icon to see if your date/time slots are open for scheduling.
- **Organization:** (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
- Organization Type
- Contact Name
- First Name (if not already listed in "Contact Name")
- Last Name
- Email
- Day-Time Phone
- Evening Phone
- Cellular Phone
- Billing Address
- Document Number
- PO Number
- Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
- Select any required Maintenance or IT Services and include a description of the service needed in the "Service Description" box provided (*Keep in mind that if you enter a "Required Service" by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
- Number Attending
- Number of Adults
- Number of Children
- Number of Extra Chairs
- Number of Parking Spaces
- Other Needs
- Enter your **Password**.
- Click **Save**.

- You will see the words "Loading schedule" as you wait for the new page to load. When it's finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words "Schedule has been saved" in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

3. Irregular Schedule: This type of schedule is for any events that are going to be in different rooms at different points during the same day or at different times and different locations on different days, etc. The New Events section of this form is the main difference between it and the other two kinds of schedules so we've highlighted it in red, just to further identify it for you. Times are set by event (you'll choose the event first and then the times, locations, etc.).

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas

- Click on the **Irregular Schedule** section of the New Schedule page, shown above.
- You will be taken to the New Schedule page (again...too big! No room to show the whole thing!), where you will fill out the following fields:
 - Booked By
 - Event Title
 - Location
 - Password
 - Tentative Booking?/Through Date
 - Organization: (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
 - Organization Type
 - Contact Name
 - First Name (if not already listed in "Contact Name")
 - Last Name
 - Email
 - Day-Time Phone
 - Evening Phone
 - Cellular Phone
 - Billing Address
 - Document Number
 - PO Number
 - Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
 - **Events:** This is where you'll select the Area, Room, and Dates/Times for your irregular schedule. See "SchoolDude Says" below:



SCHOOLDUDE SAYS: If you need to add more than three Date/Times/Locations for this event, simply fill in your first three and continue through the form as written below and click Save at the bottom when you are finished (this is because you can't complete the fields that follow this section on the form once you save the schedule so you must complete the form first and *then* save it). The page will refresh as described below and the words "Your Schedule has been saved" will show in red at the top of the form. Scroll back down to the New Event section of the page to continue adding three more dates/times/locations for this event. Then click the Save button directly beneath the New Event section. The page will refresh as before and you will be taken back to the top of the page where you can continue this process, if necessary.

- Select any required Maintenance or IT Services and include a description of the service needed in the "Service Description" box provided (*Keep in mind that if you enter a "Required Service" by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
 - Number Attending
 - Number of Adults
 - Number of Children
 - Number of Extra Chairs
 - Number of Parking Spaces
 - Other Needs
 - Click **Save**.
- You will see the words "Loading schedule" as you wait for the new page to load. When it's finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words "Schedule has been saved" in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

V. My Requests: Keep Track of Your Scheduling Requests.

Sloan County Schools

Go to [Quick Links](#) [LOGOUT](#) [HELP](#)

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [Settings](#) [Help](#)

[ASSIGNMENT](#) [SEARCH KNOWLEDGE BASE](#) [HELP](#)

[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) | [My Inventory Requests](#) | [My Trip Requests](#)

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: [GO](#) [Show All](#) [Print](#)

1 - 0 of total 0 listed

Status	Location	Action Taken	Complete Date
Area	Description	Request Date	
Area Number	Type		

No requests found for your email account GDude@geewiz.com.

[Previous 10](#) [Next 10](#)

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[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [My Settings](#) [Help](#)

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Follow these steps to view the scheduling requests you've submitted:

- When you click on the **My Requests** tab at the top of the page, you will be taken automatically to the My Maint Requests page, shown above.
- To reach your **Scheduling Requests** page, click on the **My Schedule Requests** link at the top of the page, shown by the red arrow below:

Sloan County Schools

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#)

[My Maint Requests](#) | [My Schedule Requests](#) | [My Inventory Requests](#) | [My Trip Requests](#)

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

- Clicking on this link will take you to the My Schedule Requests page, which looks like this before you have submitted any requests:

Sloan County Schools

Go to [Quick Links](#) [LOGOUT](#) [HELP](#)

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [Settings](#) [Help](#)

[ASSIGNMENT](#) [SEARCH KNOWLEDGE BASE](#) [HELP](#)

[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) | [My Inventory Requests](#) | [My Trip Requests](#) |

My Schedule Requests

Click to sort table by that column.

Search for " [Show All](#)

Search this results for: [GO](#) [Show All](#)

[Add New Schedule](#)

Sort Schedules by Organization [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Active Schedule	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	

No Events on record.

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[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [My Settings](#) [Help](#)

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As you submit scheduling requests, they will be added to the list on this page. The schedule name will be highlighted in red and serves as a link that you can click on at any time to view your scheduling request.

(Keep in mind, however, that you will NOT be able to make any changes to a schedule request once it has been approved, even if it hasn't been activated by the Administrator yet.)

VI. The Help Tab:

If at any time you find you need help with any questions you may have about FSDirect or any other SchoolDude products that your facility owns, click on the [Help tab](#). You will be taken to the page below:

The screenshot shows the 'HELP' page for Sloan County Schools. The page has a blue header with navigation tabs: 'Work Request', 'Schedule Request', 'Inventory Request', 'Trip Request', 'My Requests', 'Settings', and 'Help'. The 'Help' tab is active. Below the header, there are three buttons: 'ASSIGNMENT', 'SEARCH KNOWLEDGE BASE', and 'HELP'. The main content area is titled 'HELP' and contains four sections, each with a cartoon character icon and instructions:

- MaintenanceDirect**: 1) For questions or problems contact or call:

Contact Name	Contact Phone
No MaintenanceDirect contacts listed.	

 2) [Download MD Requester Manual](#)
- ITDirect**: 1) For questions or problems contact or call:

Contact Name	Contact Phone
No ITDirect contacts listed.	

 2) [Download ITD Requester Manual](#)
- FSDirect**: 1) For questions or problems contact or call:

Contact Name	Contact Phone
No FSDirect contacts listed.	

 2) [Download FSD Requester Manual](#)
- InventoryDirect**: 1) For questions or problems contact or call:

Contact Name	Contact Phone
No InventoryDirect contacts listed.	

 2) [Download IND Requester Manual](#)

At the bottom of the page, there is a footer with the SchoolDude logo, navigation links for 'Work Request', 'Schedule Request', 'Inventory Request', 'Trip Request', 'My Requests', 'My Settings', and 'Help', and copyright information: 'Copyright © 1999-2006 SchoolDude.com, Inc. All Rights Reserved. Legal Stuff'.

- On this page, you will find contact names and phone numbers for all the SchoolDude products owned by your facility, if your Administrator has entered them into the system. If not, there are links provided here also that will take you to the Requester manual for each SchoolDude product your facility owns.